

TITLE: Media Specialist

JOB SUMMARY: Under the direction of the Executive Director, the Media Coordinator maintains the NUES media library, schedules media materials to be used by the personnel in the region, coordinates and maintains delivery to the schools. Works cooperatively with the media personnel in the schools as a resource and provides media duplication services. Participates in the Utah Instructional Media Consortium (UIMC) for the purpose of obtaining new materials and media resources for the region.

QUALIFICATIONS:

Required:

1. Positive attitude and energy
2. Any combination of training, education, and experience equivalent to graduation from high school
3. Two years of clerical/secretarial experience
4. Demonstrated written and oral communication skills
5. Demonstrated technology skills including word processing, spreadsheets, video/DVD operation and media duplication
6. Willing to learn new technology
7. Willing and able to travel frequently
8. Able to work with others in a variety of settings
9. A valid and current Utah Driver's license

Desirable:

1. Previous experience in a public school setting or institution of higher education
2. Experience working with teachers and administrators
3. Experience with basic library/media operations and procedures
4. A current Utah Educator license with a Library Media endorsement

KNOWLEDGE AND ABILITY:

General Knowledge Abilities:

1. Knowledge of modern office practices and procedures
2. Ability to maintain clerical records and prepare simple reports and spreadsheets
3. Ability to learn and interpret instructions
4. Knowledge and ability to use English correctly and appropriately
5. Ability to perform required clerical work accurately and within established timeliness
6. Ability to operate a variety of office machines
7. Ability to utilize word processing, database and spreadsheet programs on the computer

Specifically for This Position:

1. Ability to meet and interact with public and employees with tact, courtesy and discretion
2. Ability to compile information from various sources and type on a variety of forms
3. Ability to exercise independent judgment in the interrelation and application of standard practices and procedures
4. Ability to operate media duplication equipment (VHS and DVD)
5. Willingness to learn new technology

ESSENTIAL FUNCTIONS:

1. Meet and interact with public and employees in routine situations which require tact, courtesy and discretion
2. Schedule for circulation materials contained in the NUES media library
3. Prepare lists and clerical materials for distribution of media including delivery lists, return lists, overdue lists, etc.
4. Identify, select, and physically prepare materials for delivery
5. Check in and re-shelve returned materials and oversee return of overdue materials
6. Maintain current catalog--enter new items, delete removed items and make corrections as needed
7. Maintain current media collection, be familiar with strengths and weaknesses of collection; be familiar with media materials that are available; make recommendations for purchase of new materials, make recommendations for removal of inappropriate, outdated or damaged materials
8. Attend consortium and other meetings as assigned by director. Fulfill preview assignments and other duties required as member of media consortium
9. Coordinate delivery of materials and/or equipment. Deliver materials to region school districts weekly
10. Prepare monthly and end of year reports on media usage and duplications.
11. Utilize media management program on computer; make recommendations to keep media management and technology current with needs of the region
12. Conform to policy regarding attendance and absences. Employee attendance must be adequate to perform the above listed essential job functions
13. Prepare presentations and present on occasion to groups of individuals
13. Drive a vehicle

MARGINAL FUNCTIONS:

1. Other duties as assigned by the Executive Director of Northeastern Utah Educational Services.

PHYSICAL REQUIREMENTS: Not limited to the following:

1. Physical ability to lift up to 50 pounds during the performance of responsibilities.
2. Maintain a Utah driver license with a clean driving record

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be revised as necessary as the requirements of the job and the mission of the center evolve.